



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	BUILDING MAINTENANCE SUPERVISOR
3	Posting Number	PN# 103097
4	Department	Library Department
5	Division	Facilities Management
6	Section	Buildings & Grounds
7	Reporting Location	Library Resource Center*
8	Workdays & Hours	3102 Center * Nights & Rotating Shifts*
		*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Schedules, supervises, and reviews cleaning maintenance work performed by groundskeepers. Conducts on-site inspections of assigned work areas and prepares proper cleaning schedules for building maintenance. Inspects cleaning equipment for safety purposes, requisitions custodial supplies and monitors related inventory control records and investigates complaints regarding custodial services. Prepares weekly time sheets, notifies Worker's Compensation of job injuries and submits the necessary forms to the Library's Human Resources Office. In addition, participates in the hiring and disciplinary process. Authorizes vacation requests for groundskeepers and is responsible for performing employee work assignment when observing vacation, sick, injury, or other leaves. Must establish and maintain good working relations with District Managers and Branch Managers. In Addition, if invited, must attend monthly district meetings to provide input. Responsible for quarterly cleaning of gutters and downspouts. Prepares and submits timely monthly reports and Employee Performance Evaluation Forms. Requires nights and occasional weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS
Must be able to communicate effectively orally and in writing. The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and or assuming awkward positions for long periods of time. The position involves routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

MINIMUM EDUCATIONAL REQUIREMENTS
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc as might normally be acquired through attainment of a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS
Two (2) years experience is required.

MINIMUM LICENSE REQUIREMENTS
Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES
Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

SELECTION/SKILLS TESTS REQUIRED
None

SAFETY IMPACT POSITION ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13
\$824 - \$1105 Biweekly \$21,424 - \$28,730 Annually

OPENING DATE February 23, 2005

CLOSING DATE March 8, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer